

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES
CHARLES F. FILICE
PATRICK F. CHERRY
FRANK J. DeLUCA
LOUISE ALDERSON
AMY KRAUSE



Court Administrator
RICHARD WOODS

Magistrate
LAURA A. MILLMORE

JOB VACANCY POSTING

Position: COURT OFFICER / LAW CLERK for Judge Louise Alderson (exempt)

Annual Salary: \$27,081.60 – \$34,923.20

Benefits: Medical, Dental, & Life Insurance

Work Hours: Monday through Friday 8am – 5pm

Education & Experience: Law School graduate preferably having passed the Bar Exam.

Duties & Responsibilities: Effectively communicate with judges, lawyers, members of other agencies, and the public. Act as intermediary/mediator to parties having cases scheduled before the Judge. Maintain order in the courtroom, remove disruptive or disorderly persons. Serve as back-up court officer to other Judges, as a security guard for the Judge and as escort to prisoners to and from detention facility; which will require use of handcuffs. Provide security for jurors and sequesters them as necessary. Performs clerical duties, such as, making copies, looking for files, filling out forms, and making phone calls. Entry of data into a computer terminal which requires finger dexterity in the use of a keyboard following established procedures. Other duties and responsibilities may be added, deleted or modified at any time.

Selection Process: Criminal history, L.E.I.N. and Secretary of State record checks will be conducted and a signed release required for previous/current employment work records. Interviews will be conducted by the Honorable Judge Patrick F. Cherry.

To Apply: Submit a City of Lansing employment application, resume and proof of J.D. degree to the following:

Richard Woods, Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Floor
Lansing, Michigan 48933

*****Deadline to Apply: October 6, 2006 at 5:00 p.m.**

Should you need any disability related accommodation contact the Personnel Department. For all questions about the application / selection process, please contact the 54-A District Court at (517) 483-4443.

The City of Lansing is an equal opportunity employer and does not discriminate in its policies or practices on the basis of religion, race, color, national origin, gender, sexual orientation, marital status, height, weight, arrest record, or handicap of any individual.